

Data Protection Privacy Notice – Self-Build Register Application Forms

Why are we processing your information?

All information submitted within self-build application forms will be processed in accordance with the Self-Build and Custom Housebuilding Act 2015 (as amended by the Housing and Planning Act 2016).

What will your information be used for?

Your information will be used by Mid Devon District Council to help understand the demand for self-build and custom housebuilding in Mid Devon and inform policies to improve the supply of land for self-build and custom build housing. All personal information will be kept strictly confidential. The Council may contact people on the register when opportunities become available, or pass their contact details to landowners or builders who are providing self-build or custom housing, but only if it is clearly stated on the form that the Council can use a person's details in this way.

Who will your data be shared with?

Your information will not be shared with any other person or organisation outside of Mid Devon District Council (with the exception of Devon County Council during the six-week call for sites process, whereby the County Council will act as the Data Controller).

The Data Controller

During the initial call for sites process, Devon County Council will be the data controller. However, once the window for site submissions has closed, all data will be transferred securely to Mid Devon District Council. Thereafter, the data controller will be Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP

The Data Processor

Planning Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP

Data Protection Officer

Data Protection Officer, Data Protection Office, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP email dpo@middevon.gov.uk

Information Security

Your information is stored securely and will not be shared with any other person or organisation outside of Mid Devon District Council.

Accuracy of your information

We will process the information submitted within 28 days, upon receipt of the completed application. If your information is not accurate then you can call us on 01884 255255.

Retention

Applications will be held for as long as it is necessary and relevant for the functions of the Self-Build Register. Should you wish for your information to be withdrawn from the Self-Build Register please let us know; we will ensure that your information is deleted securely within 28 days.

Transferring data outside of the UK

Your information will not be transferred outside of the UK by Mid Devon District Council.

Individual rights

You have certain rights under the Data Protection Act and the UK General Data Protection Regulations (GDPR). These can be found on the ICO website: [ICO GDPR Individual rights](#)

Complaints

If you are dissatisfied with the service you have received and wish to make a complaint, you should write to Customer Services, Mid Devon District Council, Phoenix House, Phoenix Lane, Tiverton EX16 6PP

Alternatively you can email customerservices@middevon.gov.uk Please visit our website for more information: [MDDC How Our Complaints Procedure Works](#)